

The City of Covina



Located 25 miles east of Los Angeles, Covina was incorporated as a General Law City in 1901. Covina is home to just under 50,000 people within its 6.8 square miles. Covina is a well balanced community with a successful blend of residential, retail, service and light manufacturing uses. The assessed valuation is 3 billion. In addition to Covina's very high quality kindergarten through twelfth grade public school systems, you will find several nearby public and private four-year colleges including Cal Poly Pomona and the Claremont Colleges. City Hall is situated near our downtown Metrolink station, which is located along the San Bernardino to Los Angeles line. Downtown boasts a vibrant mix of uses including shopping, housing, entertainment, well known restaurants and coffee establishments and medical facilities

The Position

A **Public Safety Dispatcher** receives and processes routine and emergency calls and alarms; dispatches public safety and public works field units as required; provides pre-arrival instructions; enters, retrieves and uses data from various automated law enforcement information systems; coordinates with other emergency service providers as appropriate; assists in the training of less experienced personnel. Receives and enters calls for service. Dispatches and monitors the status of field units; interprets level of service needed through information obtained from field officers or citizens; retrieves information for officers, including information on outstanding warrants; coordinates multi-agency responses when necessary; transfers calls to appropriate agencies if warranted. For the complete job description please visit our website at www.ci.covina.ca.us or call Human Resources at (626) 858-7221.

Education and Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Public Safety Dispatcher**. A typical way of obtaining the required qualifications is to possess two years of work experience involving public contact and record keeping, and a high school diploma or equivalent. Possession of, or ability to obtain a valid Class C California driver's license. Perform a variety of complex work with speed and accuracy; type accurately at a speed of no less than forty (40) words per minute.

Compensation & Process

Salary: \$3,329 — \$4,046/ month

For medical and other benefits please visit our website at www.ci.covina.ca.us or call Human Resources at (626) 858-7221.



All applications will be reviewed for relevant education; experience and other job related qualifications. Those candidates possessing the most desirable and suitable qualifications will be invited to appear for a Written/Performance Examination. Those successful candidates will be invited to appear for a Qualifications Appraisal Panel to establish an eligibility list. The top seven candidates will be invited to interview with the appointing authority for final consideration. A complete back-

ground investigation, a psychological examination and a medical examination including drug screening will be performed prior to final hiring. Failure during any phase of the selection process constitutes failure of the entire process. Appointees are subject to a 24 month probationary period.

If you are interested in applying for this position, you must submit a City of Covina application, with a typing certificate to the Human Resources Department at 125 East College Street, Covina, CA 91723. You can call for an application at (626) 858-7221 or visit our website at www.ci.covina.ca.us.

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